

### Task Order Issuance Procedure

NNA08225910R is issued as a cost plus fixed fee indefinite delivery/indefinite quantity type contract. A task order will be issued with the contract award that will have a value of at least \$25K. The value shall increase, up to a maximum value of \$20,000,000 through Task Orders, which shall be costed and issued during the contract period of performance.

### Requester's Instructions

Government Technical Organizations utilizing this Task Order contract shall develop a Statement of Work for a proposed Task Order, and shall send it to the Contracting Officer's Technical Representative (COTR) and Contracting Officer. The requesting organization shall provide adequate funding for each Task Order at the time the Statement of Work is delivered to the COTR. The requesting organization shall indicate a technical representative who shall act as the Task Order Manager in charge of evaluating the contractor's performance and acceptability of the work conducted under the Task Order.

### Task Order Request for Proposal

Upon receipt of a properly funded, properly approved Statement of Work, the CO shall issue a Task Order RFP to the contractor. The Task Order RFP shall contain the Statement of Work, and a request for pricing of the Task Order.

The contractor shall have ten (10) calendar days from date of issuance of the RFP to provide the Government with a response. The response shall include a discussion of the technical work to be accomplished. Any exceptions to the Statement of Work shall be discussed at this portion of the Task Order procedure.

The contractor shall provide a cost quote for the work requested, and should provide sufficient backup for the Government to evaluate the skill mix, the Direct Labor hours, subcontract costs, travel (if necessary), and Other Direct Costs. Subcontract costs must be proposed as a separate line item, and the Prime Contractor should discuss whether the subcontract is competitive or noncompetitive in nature.

### Government Analysis of the Task Order Proposal

Upon receipt of the Task Order proposal, the CO shall forward it to the COTR and the Task Order Manager for review. The COTR and the Task Order Manager shall review both the technical proposal and the cost information for appropriateness. If the Task Order Manager concurs with the proposal as submitted, he shall send the proposal back to COTR for his concurrence. The COTR shall provide the CO with a technical evaluation stating such approvals. If the Task Order Manager/COTR do not concur with the proposal as submitted, they shall discuss any concerns with the CO, and the CO shall arrange a telephone conference with the contractor's technical and contract personnel to negotiate the concerns. Upon resolution of the concerns, the Task Order shall be modified in accordance with the discussions.

### Task Order Placement/Authorization to Commence Effort

Upon receipt of the COTR's concurrence on the proposed Task Order, the CO shall conduct a cost analysis and then issue the Task Order, indicating the order number, and amount of funding available, to commence the effort. Only the CO may authorize the contractor to commence the effort.